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YOUR GOVERNMENT AT A GLANCE

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THE CITY OF LOS ANGELES

EPHEBIAN OATH OF ALLEGIANCE

We will never bring disgrace to this our City, by any act of dishonesty or cowardice, nor ever desert our suffering comrades in the ranks. We will fight for the ideals and sacred things of the City, both alone and with many. We will revere and obey the City's laws and do our best to incite a like respect in those above us who are prone to annul or set them at naught. We will strive unceasingly to quicken the public sense of civic duty. Thus, in all these ways, we will transmit this City not only not less, but far greater and more beautiful than it was transmitted to us.

(This is a translation of the oath which ancient Athens required its young men to take when they became Ephebians. The Ephebians constituted a distinct official order, recognized and honored by the State and regarded by the People as the Hope and Pride of Athens.)

Your Government at a Glance

Facts about the City of Los Angeles

Compiled
by
REX E. LAYTON
City Clerk

1978 Edition

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FOREWORD

This booklet has been prepared to meet demands for a brief summary of municipal government functions and activities. Additional general information is also provided about the City Government of Los Angeles.

There is an increasing interest in municipal affairs. This booklet was originally prepared and has been periodically updated in the belief that the summary-form factual information provided will be of benefit to interested citizens, students of government and to employees entering Los Angeles City service.

Cooperation of the City departments, agencies and bureaus made the booklet possible.

Rex E. Layton

REX E. LAYTON
City Clerk
City of Los Angeles

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CITY SEAL
of the
CITY OF LOS ANGELES

MEANING OF CITY SEAL

The Lion of Leon and the Castle of Castile are from the Arms of Spain and represent Los Angeles under Spanish control—1542-1821.

The eagle holding a serpent is from the Arms of Mexico and represents the period of Mexican sovereignty—1822-1846.

The Bear Flag typifies the California Republic of 1846.

The Stars and Stripes indicate the present status of this City as an American city.

The sprays of Olive, Grape and Orange suggest the location of Los Angeles as a city set in a garden. The beaded circle surrounding the shield represents a Rosary suggesting the part played by the Mission Padres in founding the City.

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LOS ANGELES AT A GLANCE

FOUNDED
September 4, 1781.

INCORPORATED
April 4, 1850.

POPULATION

1977 (Estimated)	2,838,400
1972 (Estimated)	2,840,000
1970 U.S. Census	2,811,801
1967 (Estimated)	2,827,585
1960 U.S. Census	2,479,015
1956 U.S. Special Census	2,243,901
1953 U.S. Special Census	2,104,663
1950 U.S. Census	1,970,358
1946 U.S. Special Census	1,805,684
1940 U.S. Census	1,504,277
1930 U.S. Census	1,238,048

AREA

463.7 square miles

Extreme distance north and south	44 miles
East and west	25 miles
Length of City Boundary	315 miles

TOPOGRAPHY

Elevation ranging from sea level to 5,080 feet (Elsie Peak). Average elevation about 275 feet.

TEMPERATURE

Mean over 80-year period	64.4°
Highest—September 1, 1955	110.0°
Lowest—January 4, 1949	27.9°

RAINFALL

Normal annual	14.68 inches

LOCAL TRANSPORTATION

L.A. City vehicle registration	1,834,340
Number riding buses daily	625,000

UTILITIES

Number of gas meters	924,777
Number of water meters	633,537
Number of electric meters	1,172,163
Number of telephones (Extended Area)	3,707,191

FORM OF GOVERNMENT

Mayor-council-commission form as provided by Freeholders' Charter effective July 1, 1925. Mayor, City Controller, and City Attorney elected by the people every four years. Fifteen City Councilmen representing fifteen districts are elected by the people for four-year terms. Members of commissions are appointed by the Mayor, subject to the approval of the City Council. With but few exceptions all other officials and employees of the City are subject to civil service provisions of the Charter.

PERSONNEL

Approximately 50,000 men and women are employed by the City to carry on the activities and services of the many divisions and departments of your municipal government.

ASSESSED PROPERTY VALUATION

At 25% of its estimated fair market value:

1977	$10,368,046,000

BEAUTIFICATION – RECREATION – CULTURE

278	Parks — areas totaling 14,116 acres
250	Tennis courts
14	Major golf courses
73	Miles bridle paths
55	Swimming pools
6	Mountain camps
4	Driving ranges
144	Recreation centers

Griffith Observatory and Planetarium
Cabrillo Beach Marine Museum
Los Angeles Swimming Stadium
Los Angeles Zoo
Greek Theatre
Travel Town
Barnsdall Art and Crafts Center

PUBLIC LIBRARY

Number of volumes	4,324,793
Number of libraries	64
Number of patrons	1,870,863
Annual book circulation	11,615,977

PUBLIC WORKS

Miles of paved streets and highways	6,303
Total miles of streets	7,209
Number of bridges	1,366
Pedestrian subways	215
Number of electrolier street lights	177,000
Number of utilitarian street lights	23,000
Miles of sanitary sewer	5,950
House connections	440,000
Miles of storm drain	1,080
Freeway-miles open to traffic	154.3

EDUCATION

Annual Enrollment (Including Adult Schools, Occupation Centers and Special Schools)	735,000
Total graduates (1975-76)	80,000
Teaching Stations	22,059
Number of schools	667
Area of school district (sq. miles)	710
Total employees	51,333
Certificated employees	30,500

CITY HALL

200 N. Spring St., Los Angeles 90012 485-2121

The Los Angeles City Hall and grounds occupy one square block in Civic Center.

Building was dedicated April 26, 1928.

Financed by bond issue.

Total cost of building, real estate and furnishings—$9,726,837.48.

Height of building above Main Street is 454 feet.

Gross floor area, including garages, is 912,292 square feet, approximately 21 acres.

CITY HALL SOUTH

111 East First Street, Los Angeles 90012

Building was dedicated in October 1954.

Building has 10 floors plus basement.

Gross floor area—138,334 square feet, plus 55,640 square feet of landscaped grounds.

CITY HALL EAST

200 North Main Street, Los Angeles 90012

Height—280 feet above Main Street, 18 stories plus helipad; and 4 levels below Main Street.

Gross floor area above Main Street—549,900 square feet.

Gross floor area at Mall level—85,800 square feet.

Gross area for 3 parking levels between City Hall South and City Hall East—268,500 square feet.

EAST MALL AND UNDERGROUND PARKING

Gross Parking Area: 1,051,800 square feet.
Gross Mall Area: 272,900 square feet.

FOUNDING AND INCORPORATION

The first settlers of the City of Los Angeles consisted of 14 families numbering 44 individuals. The ceremonies founding the City took place on September 4, 1781. At this time, Colonel Felipe De Neve, who was then Governor of the Spanish Province of Alta California, officially applied the name "El Pueblo de Nuestra Senora la Reina de Los Angeles" or "The City of Our Lady the Queen of the Angels".

The City of Los Angeles was incorporated on April 4, 1850. At that time it had a population of 1610 (U.S. Census) and an area of 28 square miles. It did not have a graded street, a sidewalk, a water system, lights, nor a single public building of its own. Every citizen on Saturday morning swept or cleaned up the street in front of his own domicile. Street lighting was simple, for each owner whose house faced the street was obliged to put a light at the door in front of his house during the first two hours of every dark night.

LOS ANGELES TODAY

Today Los Angeles has a population of over two and three quarters million people, an area of 463.7 square miles, 7,209 miles of streets, 1,080 miles of storm drains, an abundance of water and power brought from mountains hundreds of miles away, and thousands of publicly-owned structures of various types. The friendly lanterns that once hung at the door have been replaced with electrolier lights and utilitarian lights. Adobe houses have been replaced with modern buildings and residences; volunteer police and fire departments have been succeeded by highly trained, properly equipped and well organized municipal forces, and mud flats have been dredged to become one of the world's busiest harbors at Wilmington and San Pedro.

CITIZEN'S INTERESTS

Your City government touches your life at more points more frequently than any other governmental agency, be it national, state, or county. The City government furnishes water, supplies electricity, apprehends and prosecutes criminals, provides emergency receiving hospital service, and fire protection.

In a very real sense, the City government is a huge corporation with over 2,800,000 stockholders, the third largest city in the United States. This City, in which you are a stockholder, is engaged in business exceeding one billion dollars a year.

MUNICIPAL ORGANIZATION

The basic law of the government of the City of Los Angeles is found in the City Charter, adopted by a vote of the people in 1924, effective July 1, 1925, and subsequently amended from time to time. The Charter provides for a mayor-council type of municipal system, the Mayor being the executive branch and the Council the legislative. The governmental machinery consists of approximately 39 departments and bureaus which are headed by advisory or controlling Boards or Commissions appointed by the Mayor subject to confirmation of the Council. The salary of members of the Board of Public Works, the only full time board, is fixed by ordinance. The members of most citizen boards receive $10 per meeting attended not to exceed $100 per month, except for members of the Airport, Harbor, and Water and Power Boards who receive $25 per meeting not to exceed $250 per month.

CITY LEADERS

THE MAYOR

As head of City government, the Mayor is elected by the people to serve a four-year term. He, more than any other official, is held responsible by the citizens for the conduct of City affairs. It is to him they look when problems need solving, and it is he they hold responsible when things go wrong. This is inevitable in view of the municipal system as it exists in this City.

As executive officer of the City, the Mayor has the task of administration and leadership. He supervises the administrative processes of City government and participates with the City Council in all matters relating to legislation, budget, and finance. He recommends procedures he deems to be necessary and proper, is vigilant in the enforcement of ordinances, and exercises the powers of appointment and veto.

In performing his many duties prescribed by Charter and City ordinances, the Mayor operates an executive department of which he is the ex-officio head.

THE CITY COUNCIL

The first City Council, of seven members, held its initial meeting on July 3, 1850. With the rapid growth of the City have come many problems affecting lives and welfare of its residents, such as traffic control, sewage and garbage disposal, fire and police protection, flood control, public utility regulation, and many other functions too numerous to mention. Responsibility for the proper solution of these problems rests upon the City Council which now consists of fifteen members

elected by districts. The Council is the legislative body of the City government, passing ordinances and resolutions and establishing the policies, with wide powers, affecting the operation of municipal affairs. Councilmen meet at ten o'clock in the morning in the Council Chamber of the City Hall five days each week, Monday through Friday. All meetings are open to the public.

Councilmen shoulder a responsibility far heavier than most citizens suspect. The average citizen's first thought when he has a problem is to write, phone, telegraph, or call upon his councilman. The reason is obvious. The councilman can know his district and his constituents with more intimate understanding than can more distant representatives, and a citizen can know his councilman by simply dropping in at the City Hall, or by attending public meetings. This is why, in spite of rigid separation among legislative, executive, and judicial branches of municipal government, councilmen constantly receive requests for adjustment of matters beyond their jurisdiction.

It becomes a councilman's job, therefore, to act as a contact agent between his constituents and the proper governmental agency. This becomes as much a part of his work as the legislative duties which the Charter requires him to perform. Councilmen have the threefold task of ironing out conflicting tension in a community, representing constituents in the business of governing themselves and of providing the type of constructive leadership necessary in the governmental offices of our community.

AIRPORT
#1 World Way

The Department of Airports operates and maintains three municipal airports (Los Angeles International, Van Nuys, and Ontario International). It also operates a modest passenger terminal on Air Force Plant 42 under a joint use agreement with the Air Force, and has acquired over 13,000 acres in Palmdale for a future super intercontinental airport. These aviation activities, which are among the world's busiest, are under the direction of the Board of Airport Commissioners, and are entirely self-supporting and impose no burden on the taxpayers.

ANIMAL REGULATION
City Hall South, Room 410

This department enforces laws and ordinances regulating the care, custody, control, and prevention of cruelty to all animals within the City. It operates and maintains animal shelters, and low-cost spay and neuter clinics in the City. The department inspects and issues permits for the operation of establishments which work or deal in or with animals, i.e., pet shops, kennels, etc. The department issues canine and equine licenses. It conducts and coordinates public low-cost rabies immunization clinics for dogs, and carries out a continuous rabies control program. The department inspects medical research laboratories, and is the central clearing agency for lost, found, and unwanted animals.

BUILDING AND SAFETY
City Hall, Room 411

This department enforces all ordinances and laws relating to the construction, alteration, repair, demolition, removal or relocation of buildings or structures, as well as the installation, alteration, repair, use and operation of heating, plumbing, lighting, ventilating, refrigerating, electrical and mechanical appliances and equipment therein. The department enforces the zoning ordinance of the City; provides a preventive as well as a corrective program for the rehabilitation of substandard dwellings, commercial buildings, apartment houses, hotels, schools, hospitals, and places of public assembly; provides a program for inspection of all excavations and fills on private property; enforces the swimming pool fencing ordinance; tests and approves electrical and plumbing appliances and equipment for sale in the City; and inspects boilers and elevators.

CITY ADMINISTRATIVE OFFICER
City Hall East, Room 300

The City Administrative Officer is the financial and administrative advisor to the Mayor and the Council. His office assists the Mayor and the Council in the preparation of the City's annual budget. He directs a program of budgetary administration to assure the proper and effective expenditure of funds. He directs research required to promote efficiency and economy in the operation of City government, acts as the City's management representative on employee relations matters including the conduct of salary surveys, meet and confer sessions and recommendations on such matters to the Mayor and Council. The City Administrative Officer administers and controls the activities of petroleum administration as well as civil defense coordination.

CITY ATTORNEY
City Hall East, Room 1700

The City Attorney is the attorney for and legal advisor to the City, its officers, boards and commissions, including the City-owned departments of Water and Power, Harbor and Airports. The Office of the City Attorney prepares legal opinions at the request of any City officer, board or commission. It prepares and approves as to form and legality City contracts and ordinances before execution or adoption. It prosecutes or defends all actions or claims for or against the City or any officers of the City arising from their official acts. Legal services are performed in connection with all City matters, including public liability, the acquisition or sale of City property, bond issues, public improvements, civil service, elections, public utility proceedings and local tax matters. All misdemeanor crimes arising from violations of the City Charter, City Ordinances, or State Laws, are prosecuted by the staff of his office.

CITY CLERK'S OFFICE
Room 395, City Hall

City government must have its "front office" where the City Seal is kept, where City officials take the oath of office, where documents are signed, and where City records, historical and current, are kept on file.

The City Clerk's Office has liaison responsibilities serving the Mayor, the Council, the City departments, and the public, acting as a corresponding secretary for the City, and as a source of information for the public. About 8,500 petitions and communications are received each year and processed through the successive steps of legislative action by the Council and Mayor. Thousands of letters are written annually advising interested departments and persons of actions by the Council and Mayor.

In addition to the preparation of permanent

minutes of each Council session, there is prepared for general use a digest, or journal, of Council actions. Also, to aid the Council in its legislative process, there is prepared each day an agenda, or calendar, of matters to be considered at subsequent meetings. Every action of the Council must be recorded permanently and indexed in such manner that it can be readily located five, ten, twenty, or fifty years from now. A large vault is maintained to house these records.

From the records in the vault a colorful history of Los Angeles could be written. The minutes of the Ayuntamiento, the local governing body, are complete from 1832 to 1850, except from 1840 to 1844, when it was abolished by the Mexican government. The minutes of the Common Council are complete from 1850 to date. The records were written in Spanish until May 5, 1854. The first official Spanish School Census in 1836 enumerated 2,228 men, women, and children by name, and results of elections as far back as 1828 are all on file among many other interesting and colorful documents.

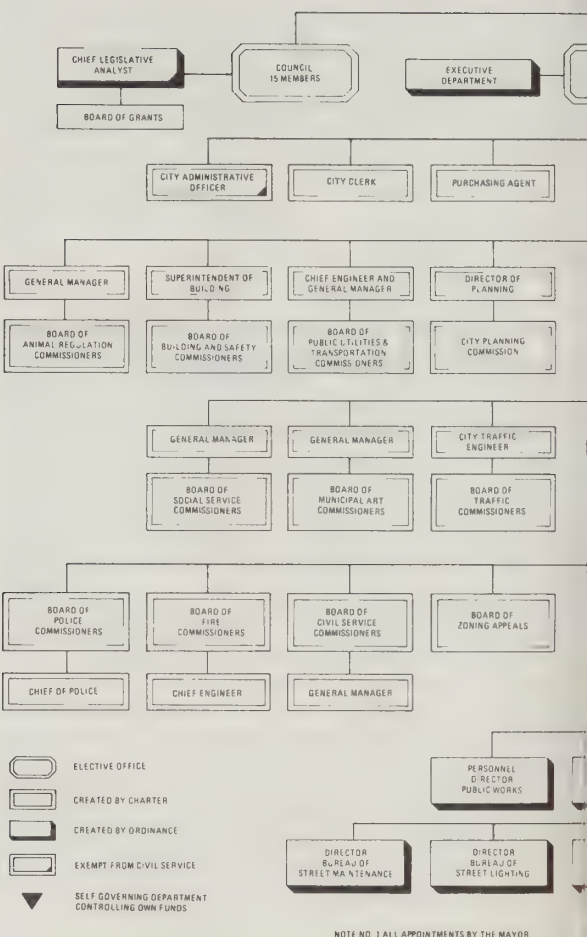
ELECTION—City Hall, Room 2300

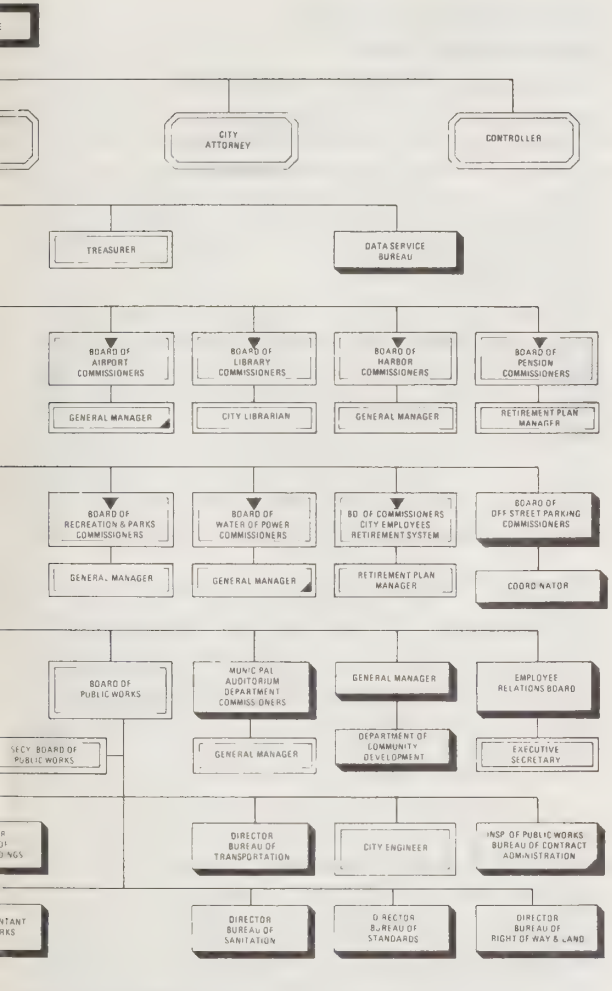
The City Clerk has the responsibility of supervising and conducting all municipal elections, and maintains an Election Division for this purpose. Countless operations, which lead ultimately to the final disposition of all items on the ballot, must be performed. For each election thousands of polling places must be secured and approximately 15,000 election officials must be appointed.

LAND RECORDS—City Hall, Room 453

This division, which is part of the City Clerk's office, maintains records concerning owership, legal description, lot size, date of subdivision, etc., for each of the 800,000 parcels of real property within the City of Los Angeles. This data, which is taken from deed transcripts, is detailed on maps and ledgers in the Division Office. In addition, the Division provides other City departments with access to abstracts or microfilm copies of deeds recorded between 1945 and the present date for use in research.

The Division provides title information, legal descriptions, mapping assistance, and microfilm services to all City departments and bureaus requiring such information. In addition, the Division assists private citizens, builders, engineers and others to obtain property data. Lastly, the Division notifies property owners of public hearings to be held before the Board of Public Works and City Council on such matters as estimated costs of proposed special assessments for improved sidewalks or street lighting, proposed zone changes, annexations and detachments, and other actions which might affect their real property interests.


CHIEF LEGISLATIVE ANALYST
COUNCIL 15 MEMBERS
EXECUTIVE DEPARTMENT
BOARD OF GRANTS
CITY ADMINISTRATIVE OFFICER
CITY CLERK
PURCHASING AGENT
GENERAL MANAGER
SUPERINTENDENT OF BUILDING
CHIEF ENGINEER AND GENERAL MANAGER
DIRECTOR OF PLANNING
BOARD OF ANIMAL REGULATION COMMISSIONERS
BOARD OF BUILDING AND SAFETY COMMISSIONERS
BOARD OF PUBLIC UTILITIES & TRANSPORTATION COMMISSIONERS
CITY PLANNING COMMISSION
GENERAL MANAGER
GENERAL MANAGER
CITY TRAFFIC ENGINEER
BOARD OF SOCIAL SERVICE COMMISSIONERS
BOARD OF MUNICIPAL ART COMMISSIONERS
BOARD OF TRAFFIC COMMISSIONERS
BOARD OF POLICE COMMISSIONERS
BOARD OF FIRE COMMISSIONERS
BOARD OF CIVIL SERVICE COMMISSIONERS
BOARD OF ZONING APPEALS
CHIEF OF POLICE
CHIEF ENGINEER
GENERAL MANAGER
ELECTIVE OFFICE
CREATED BY CHARTER
CREATED BY ORDINANCE
EXEMPT FROM CIVIL SERVICE
SELF GOVERNING DEPARTMENT CONTROLLING OWN FUNDS
PERSONNEL DIRECTOR PUBLIC WORKS
DIRECTOR BUREAU OF STREET MAINTENANCE
DIRECTOR BUREAU OF STREET LIGHTING
NOTE NO 1 ALL APPOINTMENTS BY THE MAYOR SUBJECT TO CONFIRMATION BY THE COUNCIL



NOTE NO 2 ALL BOARDS AND COMMISSIONS HAVE MEMBERS ONE APPOINTED EACH YEAR FOR A FIVE YEAR TERM ALL EXEMPT FROM CIVIL SERVICE

CITY CLERK'S OFFICE SEPTEMBER 1977

RECORDS MANAGEMENT—
316 Commercial Street

The Records Management Division is under the direction of the City Clerk. It is responsible for developing policies, standards, and procedures for managing the creation, use, maintenance, protection, and disposition of records for all City offices and departments, except Airports, Harbor, Water and Power, City Employees' Retirement System and Pensions.

The objectives of the Records Management Division are to reduce the volume of records held in offices and storage; to improve records filing and retrieval systems; to develop systems for protecting vital and historical records; to ensure the retention of records in compliance with the administrative, fiscal, and legal requirements of the city; and to provide low cost storage and retrieval services for semi-active and inactive records.

TAX AND PERMIT—City Hall, Room 101

As ex-officio tax collector under the Charter and in conformance with other duties assigned to him by Ordinance, the City Clerk receives and deposits sales and use taxes, cigarette taxes, and transportation taxes collected by the State of California as well as realty transfer taxes collected by the County of Los Angeles.

Tax and Permit Division personnel collect business taxes, transient occupancy taxes, sewer service charges, utility user taxes, dwelling unit construction taxes, police and fire permits.

Operating from main offices in the Los Angeles City Hall, and five branch offices located throughout the City of Los Angeles, office and field personnel annually contact over a quarter of a million City taxpayers to assist them in the payment of required taxes or fees.

In addition, the division also empties parking meters, processes payments from bicycle licenses and fingerprints permit applicants.

CITY EMPLOYEES' RETIREMENT SYSTEM
City Hall South, Room 505

This department was created by Charter amendment in 1937. It is under the management of a Board of Administration, which controls and invests the City Employees' Retirement Fund. The Board also administers the provisions of the Charter relative to service retirement, disability retirement, and death benefits for all City employees, except sworn personnel of the Fire and Police Departments and employees of the Department of Water and Power.

COMMUNITY DEVELOPMENT DEPARTMENT
City Hall, Room 2212

This department plans, develops and coordinates programs which address the City's social, housing, training and job development problems.

The department consists of several formerly separate agencies which were consolidated into one department to achieve more efficient management and administration.

Among its duties and responsibilities, this department develops and maintains data relative to physical, economic and social factors leading or contributing to obsolescence and blight. It develops and implements programs to increase and improve housing for low and moderate income families and to assist such persons in coping with the problems and responsibilities of property ownership. It administers public service and small construction and rehabilitation projects and performs needed services relative to senior citizen programs funded by

state, federal and local entities. The Community Development Department plans, develops and coordinates employment training programs within the City, under the Comprehensive Employment and Training Act of 1973 (CETA).

All applicatons for federal and state funds of job training, economic, social and urban rehabilitation programs initiate from the department through various internal City review points including the Mayor, the Board of Grant Administration and ultimately the City Council. This process also includes review by several advisory boards which allow for citizen participaton in activities administered by the department.

Citizens are encouraged to contact the department regarding needed services. Both private and non-profit employers are invted to solicit employee referrals.

CONTROLLER
City Hall, Room 220

The Controller is the chief accounting officer of the City and audits all receipts and disbursements. He has general supervision over all accounts of officers and boards, prescribes the method and installation of accounting systems, audits and approves all demands before payment, has custody of all official bonds except his own, and protects appropriations against over-draft or expenditure for unauthorized purposes.

DATA SERVICE BUREAU
City Hall East, Fourth Floor

The Data Service Bureau is an integrated and centralized data processing operation for City bureaus and departments with only a few exceptions, e.g., Department of Water and Power.

The Bureau furnishes to City users computer and related services connected with the conversion, storage, processing, display of data and the preparation of reports and documents from such data. Application areas involve command and control functions relating to public safety, home and community environmental matters, transportation, educational and recreational subjects, economic development and general and administrative matters relating to project and cost control, general financial, revenue collection, etc.

Provided from the central service point are automated systems evaluation and design, computer programming, data conversion storage and retrieval, data transmittal and display and related services applied to management and engineering science applications of automated information handling techniques and related equipment.

FIRE DEPARTMENT
City Hall East, Room 1020

This department extinguishes fires and protects life and property from fire and life hazards by inspecting buildings and enforcing laws relating to fire prevention. This department also operates the emergency ambulance service throughout the City.

HARBOR DEPARTMENT

255 W. Fifth Street, San Pedro

This department has jurisdiction over approximately 7,000 acres of land and water area at the Port of Los Angeles. It establishes and enforces rules governing the use of the harbor. It develops and maintains facilities for the promotion of commerce, fishery and navigation as required by the California State Tidelands Grant. It fixes and collects rentals and charges, is self-supporting and independent and controls the expenditures of funds for harbor improvements.

LIBRARY

5th Street and Grand Avenue

The Public Library serves the people of Los Angeles as a source of reading and informational materials of all kinds. It receives an appropriation from the annual tax levy of not less than seven cents on each $100 of assessed valuation. It controls its own funds.

MUNICIPAL ARTS DEPARTMENT

City Hall, Room 1500

Any work of art to be acquired by the City, as well as the design of any building, bridge, or structure to be erected on or over City property must be approved by the Municipal Arts Commission. The department manages and/or controls the Municipal Art Gallery and the Junior Arts Center in Barnsdall Park; the Bureau of Music, which coordinates public interest in music in all of its phases; and the Cultural Heritage Board, which

designates Historic-Cultural Monuments and Sites in the City for which a permit to demolish or alter cannot be obtained without the approval of the Board and the Arts Commissioners. The department also inventories the City-owned art works when funds are provided therefore.

MUNICIPAL AUDITORIUM DEPARTMENT
1201 S. Figueroa St.

This recently created department operates the Los Angeles Convention Center, one of the largest and most beautiful in the country. Designed to accommodate events ranging from small meetings to nationwide trade shows and conventions, the Center provides over 234,000 square feet of exhibit space and 21 meeting rooms for from 25 to 1,680 persons. Kitchen facilities are adequate to serve up to 10,000 banquet dinners simultaneously, while a restaurant, cafeteria and food stands offer fast food service. Beautifully landscaped grounds feature an 80 foot fountain. Inside, the lobby is reflected in 28 feet high floor to ceiling bronze mirrors. The luminous ceiling contains a central light sculpture of hand-blown Venetian glass. Trade shows and conventions held at the Center attract hundreds of thousands of people annually from every part of the country.

PENSIONS—FIRE AND POLICE
City Hall South, Room 501

The Board of Pension Commissioners has exclusive control of the administration and investment of monies in the Fire and Police Pension Funds and administers the provisions of the Charter relative to service, disability, and dependents' pensions for sworn members of the Fire and Police Departments.

PERSONNEL DEPARTMENT
City Hall South, Room 100

PERSONNEL—City Hall South, Room 100

The Personnel Services Division administers the merit system for the City. It recruits applicants for the City's many and varied jobs, reviews jobs for their proper grouping, and prepares and gives examinations for entrance and for promotion. The Personnel Services Division also assists other departments with employee training evaluation and safety programs, presents the City's position in the determination of employee representation units, and administers health insurance, tuition reimbursement, and workmen's compensation benefits. It also administers the federally-funded Emergency Employment Act and Comprehensive Employment and Training Act for the City and its six subagents and is responsible for the City's Affirmative Action Program.

The activities of the Personnel Department are governed by the rules and policies of the Civil Service Commission.

MEDICAL—1401 West Sixth Street

The Medical Services Division provides emergency medical care for prisoners and arrestees, and many of the City's civilian and sworn employees injured on duty. It administers preplacement and periodic medical examinations, an occupational health program for City employees, and reviews emergency medical care for the public, based on advice by the Medical Advisory Council.

PLANNING
City Hall, Room 561

One of the primary functions of this department is the preparation of a General Plan to guide City planning and development. Based upon goals and concepts partially established through citizen participation programs, the plan includes a long range conceptual framework, a 20-year City-wide Plan, 35 community plans and numerous special technical elements for parks, schools, bikeways, transportation systems, housing, energy, noise, etc. The department regulates the use of privately owned property through the administration of the City's zoning regulations and through the approval of proposed subdivisions in accordance with applicable State planning laws, including the impact of development upon the environment. It also investigates and reports on proposed amendments to the zoning regulations and other City ordinances related to planning matters. The proposed acquisition of land by the City for public use, the sale or vacation of City-owned land and environmental impact statements prepared by other agencies relative to Public Works projects must be reviewed by this department.

POLICE DEPARTMENT
Parker Center, 150 North Los Angeles Street

The Police Department enforces all federal and state penal statutes and many City ordinances, protects life and property, and preserves the peace. Officers meet with citizen groups of all ages and ethnic backgrounds to reduce crime and promote understanding. The department maintains geographic area headquarters throughout the City. A five-member Police Commission, authorized by the City Charter, controls the department and exercises permit granting powers for the regulation of various businesses.

PUBLIC WORKS
City Hall, Room 353

The Board of Public Works, consisting of five full-time members, has charge of the design, inspection, construction, and maintenance of all public buildings and improvements in the City, except those under the jurisdiction of departments having control of their own funds; of the design, inspection, construction and maintenance of all street improvements, sewers, and storm drains; of the cleaning and lighting of all public thoroughfares; of the disposal of garbage, sewage, and refuse; and of the annual lot cleaning program. Various bureaus created to carry out these services under Board jurisdiction, together with their main duties, are as follows:

ACCOUNTING—City Hall South, Room 300

Maintains all budget and cost accounts of the Public Works Department and of special funds affecting public works activities; prepares and maintains a record of all payrolls of this department.

CONTRACT ADMINISTRATION—
City Hall, Room 908

Inspects work being done under contract or permit on the construction of streets, bridges, sewers, storm drains, and other related public improvements.

ENGINEERING—City Hall, Room 800

Prepares surveys and engineering plans for street improvements, bridges, sewers, storm drains, and other public work, and is the custodian of all maps, plans, and records pertaining to such work.

PERSONNEL—City Hall, Room 104

Administers the personnel management program of the Department of Public Works; makes recommendations concerning the establishment and implementation of policy in all areas of personnel management and insures compliance with civil service rules, personnel ordinances, and departmental personnel rules.

PUBLIC BUILDINGS—City Hall East, Room 800

Prepares architectural plans and constructs or supervises the construction, repair, and maintenance of all public buildings, except those under the jurisdiction of departments having control of their own funds; and provides custodial and protection services.

RIGHT OF WAY AND LAND—City Hall, Room 1800

Acquires rights of way, makes appraisals and purchases property required for public use; examines property titles, maintains records, and collects rentals for the use of City-owned land and improvements; and provides relocation assistance.

SANITATION—City Hall East, Room 1410

Collects and disposes of garbage, noncombustible rubbish, and dead animals. Operates and maintains the sewage and storm water collection systems, the Terminal Island Sewage Treatment Plant, and the Hyperion Sewage Treatment Plant; and controls the discharge of industrial waste into sewers, storm drains and channels.

STANDARDS—2319 Dorris Place

Tests construction materials used in public improvements and makes such other tests as required by City departments or ordinances.

STREET LIGHTING—City Hall East, Room 510

Designs, specifies, and supervises the construction, installation, repair, maintenance, and financing of lighting systems.

STREET MAINTENANCE—
City Hall South, Room 700

Is responsible for the maintenance and cleaning of streets, bridges, tunnels and structures and for the removal of weeds and rubbish from vacant lots. Enforces City ordinances pertaining to broken sidewalks, billboards, blasting, and house moving; and maintains trees in the public right-of-way.

TRANSPORTATION—City Hall, Room 2401

Provides pool vehicles for use by most City departments; maintains repair and service shops for City vehicles, including City helicopters and operates employee parking facilities.

PUBLIC UTILITIES AND TRANSPORTATION
City Hall, Room 1600

The Department of Public Utilities participates in utility rate and service hearings before State and Federal regulatory agencies in the interest of the City and the City resident-consumer. The Department also protects the interest of the consumer through direct regulation of rates charged and services rendered by taxicab, ambulance, community antenna television (CATV) systems and auto-for-hire which operate under City franchises or permits.

The department contributes to public safety through comprehensive programs of upgrading protective devices at railroad crossings, public vehicle inspecting and pressure testing of pipelines.

The department further provides communications service to other City departments and offices. Included are U. S. Mail Service, messenger service to outlying City offices, telephone and radio telephone operation, and the design, construction, installation and maintenance of radio and wire communications systems.

RECREATION AND PARKS
City Hall East, Room 1325

The operation of public recreation facilities and the provision of many recreation services is under the administration of the Recreation and Parks Department, a merger of the two former Departments of Playground and Recreation and of Parks. This department has charge of the operation and services provided by the City's playgrounds, recreation centers, parks, beaches, swimming pools, recreation camps, and such special facilities as golf courses, the Griffith Park Greek Theatre, Griffith Observatory, and Crowley fishing lake. It organizes and conducts broad programs of sports and recreational activities on its own facilities and also on the facilities of other agencies. It receives an appropriation from the annual tax levy of not less than thirteen cents on each $100 of assessed valuation, plus such supplemental appropriations as may be made by action of the City Council. The department controls its own funds.

SOCIAL SERVICE
City Hall, Room 1501

The Social Service Department regulates and investigates charitable solicitations, and issues Information Cards to bona fide charitable agencies in the City of Los Angeles, grants endorsements to qualified charitable agencies, processes business tax registrations and police permit applications for municipal tax exemptions, and disburses funds set aside by the City for philanthropic purposes.

SUPPLIES
City Hall East, Room 1430

The Purchasing Agent purchases supplies and equipment and equipment rentals for the City and exercises supervision over the City Stores, the Printing Division, the Salvage Division which handles sales, vehicle registration, and the Office Equipment Repair Division.

TRAFFIC DEPARTMENT
City Hall, Room 1200

This department studies street traffic problems; analyzes the effect of proposed civic, commercial, and recreational developments on the parking and traffic needs of the City; recommends to the Council rules and regulations respecting traffic for enactment into ordinance; provides for the installation and maintenance of traffic signs, signals, parking meters, street name signs, and other traffic control safety devices; and conducts a program of basic traffic engineering research. The department is also responsible for painting fire hydrants and issues commercial vehicle identification permits.

TREASURER
City Hall, Room 295

The Treasurer receives and is the custodian of all funds of the City (including the Department of Water and Power, the Department of Airports, and the Harbor Department), The Los Angeles Memorial Coliseum Commission, the Pueblo de Los Angeles State Historical Monument Commission, the Los Angeles Convention and Exhibition Center Authority Commission, the Parking Authority of the City of Los Angeles and The Greater Los Angeles Community Action Agency; disburses funds pursuant to provisions of the City Charter and other laws governing the activities of the aforesaid entities; causes interest to be earned on funds that are not immediately needed; receives and is the custodian of all securities owned by the entities of which he is Treasurer; issues revenue bonds of vehicle parking districts, street improvement bonds, general obligation bonds of the City, and revenue bonds, where existent, of the other entities of which he is Treasurer; pays the principal and interest of all bonds issued by him; is a paying agent for revenue bonds issued by departments of the City; and collects payments of principal and interest on street improvement bonds, and disburses those amounts to bondholders.

WATER AND POWER
111 North Hope Street

Owned by the City and serving its citizens-owners-customers with water and electricity, the DWP is the largest department in the City. It is also the largest municipally-owned utility in the United States. Over three-fourths of the City's water is brought over long distances by great aqueducts, yet cost of water to consumers is the lowest of California's three largest cities. Over three-fourths of Los Angeles' electricity is generated by DWP oil and gas fueled steam power plants, with the rest provided by DWP hydro-electric plants, Hoover Dam power plant units operated by DWP, jointly owned coal-fueled steam power plants and purchased power. Electric rates in Los Angeles are among the lowest of the largest cities in the United States. Despite its low rates for water and electricity, the DWP is financially self-sustaining from its revenues, receives no support from taxes, and in fact contributes over $20 million annually from its revenues to the support of the general City government.

HISTORICAL FINANCIAL DATA

(Exclusive of Proprietary Departments)

	1964-65 (millions)	%	1977-78 (millions)	%
Source of Funds				
Property Tax	$113.5	37.7	327.1	32.3
Sales Tax	51.8	17.2	117.5	11.6
Business Tax, Fees, Fines	43.8	14.5	219,0	21.7
Utility Transfer Tax	9.5	3.6	9.0	.8
Subvention & Grants	37.4	12.4	297.0	29.3
Interest	4.2	1.4	16.1	1.6
Surplus From Prior Years	13.1	4.5	16.6	1.6
Miscellaneous	28.0	8.7	11.1	1.1
	$301.3	100%	1,013.4	100%

HISTORICAL FINANCIAL DATA (Cont.)

(Exclusive of Proprietary Departments)

	1964-65 (millions)	%	1977-78 (millions)	%
Use of Revenue				
General Government	23.9	8.0	117.6	11.6
Protection to Persons & Property	145.7	48.0	470.2	46.4
Public Works	64.2	22.0	-------	-------
Health & Sanitation	28.7	9.0	-------	-------
Cultural & Recreational	23.2	8.0	80.1	7.9
Miscellaneous	15.6	5.0		
Home & Community Environment	-------	-------	188.5	18.6
Transportation	-------	-------	138.8	13.7
Human Resources — Economic Development	-------	-------	18.2	1.8
	$301.3	100%	$1,012.4	100%

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